

# **Collection Development Policy**

## **Purpose of Policy**

The Freetown Public Libraries have adopted this Collection Development Policy to offer guidance to Library staff for the selection and maintenance of materials for the libraries. This policy also serves to inform the community of the principles and processes that direct Collection Development at the Freetown Public Libraries. This policy is guided by the Mission Statement of the Freetown Public Libraries (see below) as well as the Library Bill of Rights (pg6) and the Freedom to Read Statement (pg5).

## **Mission Statement**

The mission of the Freetown Libraries is to meet the educational, informational, cultural, and recreational needs of the community by providing free, high quality library materials and service, and by providing expanded access to information through the shared resources of the wider community including SAILS Library Network and beyond. The Freetown Public Libraries are committed to providing educational support for students involved in formal programs of study as well as for those who would broaden their own horizons through self-enrichment. It is the goal of the Freetown Public Libraries to promote information literacy and a lifelong enjoyment of reading and learning.

## **Responsibility for Selection**

The Library Director is responsible for the selection of materials for the Freetown Public Libraries. The Library Director may delegate selection of materials to staff members under their supervision.

## **Criteria for Selection**

The Freetown Public Libraries will provide a diverse, well rounded, and relevant collection that meets the informational, educational, cultural and recreational needs of the community. The Freetown Public Libraries strive to fulfill these needs and provide the best possible collection within the limitations of budget and space. New materials will be purchased in a variety of formats including print and digital. Non-traditional items, which may include puzzles, games, electronics, etc., may also be purchased to meet the needs of the community.

Criteria for materials selection includes:

- Current interest and demand
- Relevance and relationship to existing collection as to establish balanced and up to date coverage on a variety of subject areas
- Physical quality and format
- Cost
- Local interest
- Accuracy of information
- Availability in the SAILS Library Network and Commonwealth
- Reviews from sources including *Kirkus*, *Library Journal*, *New York Times Book Review*, *Booklist*, etc.
- Literary Awards

### **Collection Maintenance and Weeding**

Weeding and collection maintenance is done on a regular basis. This function is necessary due to limitations of space, obsolescence of materials, lack of use over time, physical condition and acquisition of new materials. Staff shall use circulation statistics and **MUSTIE** to help with deselection of materials:

**M**isleading or factually inaccurate

**U**gly or worn out/damaged

**S**uperseded by a new edition or better source

**T**rivial and of no discernable literary or scientific merit

**I**rrelevant to the needs and interests of the community

**E**lsewhere and can be borrowed

Items that have been identified for deselection shall be donated or recycled.

### **Gifts/Donations**

The Freetown Public Libraries welcome donations of books and other materials that are in good condition except for textbooks, magazines, dictionaries and encyclopedias. All donations become the property of the Freetown Public Libraries. The Freetown Public Libraries reserves the right to utilize donated materials as they see fit. Donations may be added to the collection, given to the Friends of the Library for sale, or discarded as necessary.

Gifts of money for the purchase of materials are also always welcome. Selection of those materials will be made by the Library Director with input and suggestions from the donor. The donor may request that bookplates be placed in/upon materials purchased.

### **Reconsideration of Materials**

The Freetown Public Libraries promotes the principles of intellectual freedom, which allows for all individuals to seek and receive information from all points of view without restriction. Freetown Public Libraries shall not censor materials and it is the responsibility of parents/guardians to supervise children's use of the library and library materials.

A complaint concerning the content of library materials may be addressed by filling out the form below. Once the form has been completed and signed, it must be turned in to the Library Director. The Library Director will then review and evaluate the title. A written ruling based on the Collection Development Policy will be given to the individual no later than thirty (30) business days from the initial request for reconsideration.

Individuals may appeal the decision of the Library Director. A written appeal request must be submitted to the Board of Library Trustees no later than ten (10) business days after the initial ruling. The discussion of the appeal will be scheduled on the agenda for the next regularly scheduled meeting of the Board of Library Trustees. The decision of the Board of Library Trustees will be final.



# Freetown Public Libraries

## Request for Reconsideration of Library Materials

Contact Information	
Name:	
Address:	
Email:	
Phone:	
Representing: <input type="checkbox"/> Self <input type="checkbox"/> Organization <small>(please name)</small>	
Material Information	
Title:	
Author:	
ISBN:	
Type of Material: <input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Other	
Have you read the Library's Collection Development Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(please do so)</small>	
Did you read, view, or listen to the entire material? <input type="checkbox"/> Yes <input type="checkbox"/> No	
To what in this material do you object? <small>(please be specific and cite pages)</small>	
Have you read any professional reviews of this item? If yes, please list below:	
What could we add to the collection to represent your point of view?	
Signature:	Date:

### **ALA's Freedom to Read Statement**

- I. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
- II. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
- III. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- IV. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- V. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- VI. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
- VII. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

## **Library Bill of Rights**

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

This policy was written and approved by the Board of Library Trustees of the Freetown Public Libraries – May 20, 2021